

guidance Index

An annotated bibliography of selected guidance materials published monthly during the school year

Vol. XII, No. 5, May, 1949

THE OCCUPATIONAL INFORMATION LIBRARY—III

This month's article completes our series on setting up a library of occupational information.

THE cost of an occupational information library may range from about \$40 upward. In "The Occupational Information Library: A Manual,"* Anne Davies Bedinger presents an estimate of the minimum cost based on June, 1948, prices. Changes since that date as well as local variations should be allowed for by librarians who use these figures as a guide.

Files:

Wooden boxes can serve as filing cabinets. Cost of file folders, catalog cards, and other supplies, about \$8.50

Bibliography:

OCCUPATIONAL PAMPHLETS: AN ANNOTATED BIBLIOGRAPHY. Gertrude Forrester. [H. W. Wilson Co., 950 University Ave., New York 52.] 1948. 354pp. 2.50

Pamphlets:

400 free pamphlets, covering 155 fields of work, secured from above bibliography.

Post cards	4.00
38 inexpensive pamphlets	12.87
Postage at 3 cents each	1.14

Directories:

APPROVED TECHNICAL INSTITUTES. [National Council of Technical Schools, Washington 6, D. C.] Revised annually. Free.

HOME STUDY BLUE BOOK. [National Home Study Council, Washington 6, D. C.] Revised annually. Free.

EDUCATIONAL DIRECTORY—Part 3: HIGHER EDUCATION. U. S. Office of Education. [Govt. Print. Off., Washington 25, D. C.] Issued annually. 1948-49 edition now in process; price not yet announced. Formerly .30



A buying guide helps the librarian keep down costs of job information materials.

**Work and Training*, Vol. 8, No. 2 (Oct., 1948), publication of the State Board of Education, Richmond 19, Va.

Periodicals:

Guidance Index. [Science Research Associates, 228 S. Wabash Ave., Chicago 4.] Published monthly, Sept. through May. Yearly subscription. 4.00

Occupations. [Nat'l. Vocational Guidance Assn., 82 Beaver St., New York 5.] Published monthly, Oct. through May. Yearly subscription. 4.50

DICTIONARY OF OCCUPATIONAL TITLES.

[Govt. Print. Off., Washington 25, D. C.]

Part I—DEFINITIONS OF TITLES. 1939. 1287pp. (\$2.00).

Part II—GROUP ARRANGEMENT OF OCCUPATIONAL TITLES AND CODES. 1939. 330pp. (\$1.00).

Part IV—ENTRY OCCUPATIONAL CLASSIFICATION. 1944. 242pp. (50 cents). 3.50

Post cards for requests to be placed on mailing lists of government and other agencies and for miscellaneous ordering, about 1.00

Additional books, pamphlets, catalogs, and directories should be secured as possible.

Approximate total \$42.31.

Cost of upkeep and maintenance also varies. By consulting a periodical index regularly, however, the librarian can usually keep the library up to date for less than \$5 a month.

THEME of the MONTH

The theme of the May SRA Life Adjustment publications is reading. Paul A. Witty, Professor of education and Director of the Psychoeducational Clinic at Northwestern University, and an expert on reading, has written the "Booklet," *Streamline Your Reading*. He discusses the need for effective reading and describes how students can become good readers. (See Review Item 58.)

Photograph, page 1, from Library of Congress.

DIRECTIONS FOR USE

The *Guidance Index*, published monthly during the school year, attempts to list the best current material which is pertinent to guidance in its broader concepts. The items are divided into two groups, vocational and non-vocational, and are classified according to the *SRA Occupational Filing Plan*. This aids the reader in finding the material wanted, and in filing it when it has been obtained. The title of the publication appears first, followed by the name of the author. The address from which it may be ordered is in brackets. This is followed by the date of publication, number of pages, and the price. An asterisk (*) denotes free and inexpensive material (35 cents or less). A dagger (+) denotes films, a double dagger (‡) indicates records. A (\$) indicates educational and psychological tests. Every attempt is made to list as many good free and inexpensive publications as possible. In this issue of the *Index* you will find:

74 items
covering 50 subjects
of which 45 are free or inexpensive

VOLUME XII

MAY, 1949

NUMBER 5

Guidance Index is published monthly September through May by

Science Research Associates at 228 S. Wabash Avenue, Chicago 4, Illinois.

Managing Editor: Phyllis Bauer. Subscription rate \$4 a year in the United States and its possessions, and Canada. Foreign, \$5. Entered as second-class matter October 21, 1946, at the Post Office at Chicago, Illinois, under the Act of March 3, 1879. Copyright 1949, by Science Research Associates, Inc.

Vocational Material

Items which appear under this heading give information about vocations and occupational fields. Earnings, duties, education and training, trends, qualifications, etc., are some of the topics discussed in this material.

Accounting

1. *ACCOUNTANT. J. R. M. Wilson and A. N. Steiner. [Vocational Guidance Centre, 371 Bloor St., W., Toronto 5, Canada.] 1948. 4pp. 7c.

What accounting consists of and what specialization opportunities it offers are explained in this monograph. It also describes the qualifications and preparation necessary for this work, its advantages and disadvantages, getting started, and salary levels.

2. *BOOKKEEPER. W. G. Bennett. [Vocational Guidance Centre, 371 Bloor St., W., Toronto 5, Canada.] 1948. 4pp. 7c.

What bookkeepers do, what training they need, and under what conditions they work are described in this leaflet. It deals with getting started, opportunities for advancement, and earnings. A list of books and pamphlets suggests further readings, and the last page provides space for local information.

Armed Forces

3. *UNITED STATES NAVY OCCUPATIONAL HANDBOOK. [Bur. of Naval Personnel, Dept. of the Navy, Washington 25, D. C.] 1948. 143pp. Free.

Prepared for both civilian guidance counselors and Navy classification officers, this handbook presents 62 vocational information briefs on as many specific Navy jobs. Each brief describes the job's duties, responsibilities, qualifications, preparation, training, line of promotion, and related civilian jobs. Four additional briefs provide information about petty officer ratings, opportunities for women in the Navy, officer commissions,

and the Naval Reserve. The introductory material includes pay scales and enlistment requirements. A duplicate packet of unbound briefs is supplied with each handbook.

Art

4. *JOB DESCRIPTION FOR INTERIOR DECORATOR. U. S. Employment Service, U. S. Dept. of Labor. [Govt. Print. Off., Washington 25, D. C.] 1948. 6pp. 5c.

This folder describes the type of work performed by the interior decorator and the training, interests, and personal qualifications he should have. A number of related jobs are listed, and the usual working conditions noted. Although earnings are not indicated, space is provided for this and other local information.

Banking, Brokerage, and Finance

5. *BANKING. Fact Sheet No. 11. [Charm, 122 E. 42d. St., New York 17.] 1948. 8pp. 10c.

This fact sheet deals with banking careers open to women as a result of current expansion in this business. It describes the necessary training, method of entering the field, and a number of jobs held by women.

6. *BANKING AS A CAREER. Arthur W. McCain. [Chase National Bank, 18 Pine St., New York.] 1948. 17pp. Limited supply. Apply.

This is an address which Mr. McCain, president of the Chase National Bank, originally delivered at Washington and Lee University. In it he explains the services offered by banks and the responsibilities of bankers. In presenting the career aspects of banking,

— Note —

The material must be ordered direct from the issuing source. Orders for SRA materials accompanied by cash are sent postage prepaid. Orders to be charged will have a slight postage and insurance fee.

Mr. McCain explains the personal qualities required, opportunities for specialization, job prospects, and training.

Building Trades and Construction

7. *CAREERS IN CARPENTRY AND PAINTING. [B'nai B'rith Vocational Service Bur., 1746 M St., N. W., Washington 6, D. C.] 1949. 4pp. 20c.

This leaflet covers the job prospects, duties, preparation, and qualifications of workers in carpentry and painting. Information on wages and hours, unions, and the advantages and disadvantages of such work is also given. A final section deals with opportunities for Jewish workers in these trades.

8. *NATIONAL STANDARDS OF APPRENTICESHIP FOR TERRAZZO WORKERS. [Bur. of Apprenticeship, U. S. Dept. of Labor, Washington 25, D. C.] 1948. 24pp. Free.

This booklet presents apprenticeship standards agreed upon by a joint contractor-labor committee and based on the practices and procedures proved effective by experience. The provisions include the work processes in which apprentices train, the term of apprenticeship, the hours of classroom instruction, and wage rates.

Clerical Work

9. *STENOGRAPHER. Georgia Brown. [Vocational Guidance Centre, 371 Bloor St., W., Toronto 5, Canada.] 1948. 4pp. 7c.

Because so many girls plan to enter stenographic positions, this monograph should be of considerable interest. It describes the work and outlines the necessary qualifications and preparation for it. Opportunities for advancement, earnings, advantages, and disadvantages are all covered.

Domestic and Personal Service

10. *BEAUTY OPERATOR. [Michigan Unemployment Compensation Commission, 7310 Woodward Ave., Detroit 2, Mich.] 1948. 14pp. 25c. Quantity prices.

This Occupational Guide presents full information about the beauty operator's job: duties, training, wages and hours, working conditions, method of entry, and promotional opportunities. The booklet also reviews employment prospects and suggests what education and work experience will help the future beauty operator. Specific information, such as wages and number of workers, is presented for the Detroit area.

Dramatic Entertainment

11. *THEATRE. Maureen Daly. High School Career Series, No. 12. [Reference Library, Ladies' Home Journal, Independence Sq., Philadelphia 5, Pa.] 1948. 5pp. 10c.

Although in light style, this leaflet gives down-to-earth advice about the possibility of succeeding in a theatrical career. The article describes the personal characteristics, training requirements, job opportunities, and salary scales usual in this field.

Engineering

12. *COLLEGES AND UNIVERSITIES OFFERING COURSES IN ENGINEERING, TRANSPORTATION, AND TRAFFIC MANAGEMENT. Railway Information Series No. 14. [Assn. of American Railroads, Transportation Bldg., Washington 6, D. C.] 1948. 32pp. Free.

This booklet lists the schools both geographically and alphabetically. It shows the type of courses available and identifies those institutions that offer evening, home study, or cooperative work-study courses.

Government and Public Service

13. COMPLETE GUIDE TO YOUR CIVIL SERVICE JOB. Maxwell Lehman and Morton Yarmon. [Harcourt, Brace and Co., 383 Madison Ave., New York 17.] 1949. 94pp. \$1.00.

This book gives full details about securing a government job and about the conditions under which government employees work. The authors describe some 500 civil service jobs, giving latest salary information, duties, requirements, and basis of rating. Jobs on all educational levels are included.

14. *THE FOREIGN SERVICE OF THE UNITED STATES: EDUCATIONAL PREPARATION FOR FOREIGN SERVICE OFFICERS AND ENTRANCE EXAMINATIONS. Publication 2991. Dept. of State. [Govt. Print. Off., Washington 25, D. C.] 1948. 81pp. 25c.

This booklet explains the basic requirements for officers in the Foreign Service and suggests the type of college training a student preparing for this work should secure. Later sections outline the method of examination and the eligibility requirements and present sample written-examination questions.

15. *THE FOREIGN SERVICE OF THE UNITED STATES: GENERAL INFORMATION AND PERTINENT LAWS AND REGULATIONS, JUNE 1, 1948. Publication 3138. Dept. of State. [Govt. Print. Off., Washington 25, D. C.] 1948. 66pp. 20c.

Here is a description of the U. S. Foreign Service and the jobs it offers for ambassadors and ministers, officers, general employees, and consular agents. Besides discussing duties, requirements, earnings, and method of securing appointment, the booklet includes the text of the Foreign Service Act of 1946.

Health

16. *DENTAL TECHNICIAN. [Michigan Unemployment Compensation Commission, 7310 Woodward Ave., Detroit 2, Mich.] 1948. 11pp. 25c. Quantity prices.

What the dental technician does, where he works, and how he qualifies—these are the subjects of this Occupational Guide. It also discusses wage rates, hours, working conditions, entering, and advancing in this occupation. Most of the information will be helpful throughout the country although the more specific data refer directly to Michigan conditions.

17. THE EFFICIENT DENTAL ASSISTANT. Ethel Covington, D. H. 2d ed. [C. V. Mosby Co., 3523 Pine St., St. Louis, Mo.] 1948. 285pp. \$3.50.

A guide for the new dental assistant who faces so many things to learn, this book will

also help the more experienced assistant who wishes to improve her work. It provides professional background in the importance and work of dentistry and describes in detail the duties of the dental assistant. Personal advice for the assistant on her appearance and behavior and consideration of public relations in the dental office are included. Several chapters are devoted to scientific discussion of dental work.

18. *OCCUPATIONAL THERAPIST. Isobel M. Robinson. [Vocational Guidance Centre, 371 Bloor St., W., Toronto 5, Canada.] 1948. 4pp. 7c.

Included here are sections on the history and importance of professional occupational therapy as well as on the nature of the work. The monograph also describes working conditions, qualifications and training, and getting started. The paragraphs on earnings report only Canadian rates, but as a whole, the monograph should be useful in any locality.

19. *PHARMACIST. [Michigan Unemployment Compensation Commission, 7310 Woodward Ave., Detroit 2, Mich.] 1948. 22pp. 25c. Quantity prices.

This Occupational Guide describes the pharmacist's job and canvasses employment prospects in this field. It also discusses personal and professional qualifications, earnings, hours, working conditions, methods of entry, and lines of promotion. While written specifically for use in Michigan, the booklet presents a substantial amount of information of general application.

20. *TRAINING AND RESEARCH OPPORTUNITIES UNDER THE NATIONAL MENTAL HEALTH ACT. Public Health Service, Federal Security Agency. [Govt. Print. Off., Washington 25, D. C.] 1948. 22pp. 10c.

Under the National Mental Health Act, funds may be provided to improve training facilities and to aid qualified students. This leaflet explains the terms under which such stipends are granted and also gives details about available research fellowships. A classified list provides names and addresses of institutions offering public health service stipends in psychiatry, clinical psychology, psychiatric social work, and psychiatric nursing.

Home Economics

21. *YOUR CAREER AS A COUNTY HOME DEMONSTRATION AGENT. [Amer. Home Economics Assn., 700 Victor Bldg., Washington 1, D. C.] 1948. 8pp. 25c.

This illustrated pamphlet describes the types of activities included in the county home demonstration agent's job. It also outlines the educational and personal requirements of the work, the advantages it offers, and how one can enter this field.

Law

22. THE STUDY AND PRACTICE OF LAW. The Law School Reprint and Pamphlet Series, No. 7. [University of Chicago Bookstore, Chicago 37, Ill.] 1948. 56pp. 50c.

This booklet, directed to future lawyers, covers such topics as: job opportunities for lawyers, qualifications for admittance to the bar, earnings, planning the college course, and selecting a school. The last section suggests a number of readings for prospective law students.

Lumber and Furniture

23. *CAREERS IN UPHOLSTERY. [B'nai B'rith Vocational Service Bur., 1746 M St., N. W., Washington 6, D. C.] 1949. 3pp. 20c.

This article, a revision of one which appeared in *The Career News* in February, 1948, suggests the job opportunities to be expected in this field in the next few years. It goes on to describe the duties and qualifications of the upholsterer, the working conditions and physical requirements of this job, preparation and method of entry, hours, earnings, and advancement. A final section presents the advantages and disadvantages of this trade.

Motion Pictures

24. *JOB DESCRIPTION FOR MOTION-PICTURE PROJECTIONIST. U. S. Employment Service, U. S. Dept. of Labor. [Govt. Print. Off., Washington 25, D. C.] 1948. 6pp. 5c.

What the projectionist does and how he secures his training make up the subject of this folder. Sections on related occupations, physical activities, and working conditions complete the material.

Motor Transportation

25. *DRIVER OPPORTUNITIES IN THE AUTOMOTIVE TRANSPORTATION INDUSTRY. [Chronicle Press, Moravia, N. Y.] 1949. 2pp. 10c. Reprinted from *Guidance Chronicle*, Jan., 1949.

This sheet describes several different jobs offered by the motor transportation industry. Among these are: bus driver, chauffeur, truck driver, tractor operator, and routeman. Boys interested in mechanical and outdoor activities may wish to consult this sheet for job ideas.

Occupations, General

26. *COLLEGE MAJORS CHART. Rev. ed. [Glamour, 420 Lexington Ave., New York 17.] 1948. 8pp. 10c. Quantity prices.

For 38 fields of study, those most generally offered as college majors, this chart shows details of career possibilities including earnings, necessary level of education, advancement opportunities, and general prospects. The chart should be a real help to students who want information on which to base their choice of a major and those who want to know what careers are related to the major they have selected.

27. *INDEPENDENT SERVICES. Fact Sheet No. 10. [Charm, 122 E. 42d St., New York 17.] 1948. 7pp. 10c.

Women who would like to operate a business of their own will find several ideas in this pamphlet: public stenographer, telephone exchange operator, and personal shopper. In each case the article discusses the necessary education, business background, personal qualifications, services to offer, fees to charge, method of operation, and probable opportunities.

28. JOBS THAT TAKE YOU PLACES. Joseph Leeming. [David McKay Co., 604 S. Washington Sq., Philadelphia 6, Pa.] 1948. 240pp. \$3.00.

For the job-seeker with wanderlust, the author of this book considers job opportunities beyond the national boundaries. He talks about jobs in commerce, engineering, the oil industry, educational and welfare work, science, journalism, aviation, and the merchant marine. One chapter discusses government jobs abroad, and another considers opportunities for women. The last chapter lists the addresses of consulates and information offices of foreign governments.

Printing and Publishing

29. *JOB DESCRIPTION FOR OFFSET-PRESS MAN. U. S. Employment Service, U. S. Dept. of Labor. [Govt. Print. Off., Washington 25, D. C.] 1948. 6pp. 5c.

After describing in detail what the pressman's job includes, this folder explains what training is necessary and what education and abilities the worker should have. It also covers related occupations and working conditions.

Recreation

30. UNDERGRADUATE RECREATION CURRICULA IN 35 COLLEGES AND UNIVERSITIES: A SUMMARY. [Nat'l. Recreation Assn., 315 Fourth Ave., New York 10.] 1948. 25pp. \$1.00.

Students who wish to complete an undergraduate major in recreation will find here a complete list of schools that offer this work. For each institution, the entry includes information about the administration and the faculty as well as a description of the school's curriculum and field training.

Repairing Services

31. *WATCH REPAIRING OCCUPATIONS. [Michigan Unemployment Compensation Commission, 7310 Woodward Ave., Detroit 2, Mich.] 1948. 18pp. 25c. Quantity prices.

This Occupational Guide, though written primarily for the Detroit area, will be useful throughout the country. The information includes occupational descriptions, employment prospects, trade and personal requirements, wages, hours and working conditions, method of entry, and lines of promotion.

One section suggests interests, education, and work experience helpful to watch repair workers.

Science

32. *THE OUTLOOK FOR WOMEN IN PHYSICS AND ASTRONOMY. Bulletin No. 223-6. Women's Bur., U. S. Dept. of Labor. [Govt. Print. Off., Washington 25, D. C.] 1948. 32pp. 15c.

In presenting the outlook for women in physics and astronomy, this bulletin discusses the prewar situation and wartime changes, earnings and advancement, organizations, and future prospects. Appendixes give information about Federal Civil Service requirements for physicists and astronomers and about membership in the professional organizations.

Social Science

33. PSYCHOLOGY. George J. Dudycha. Occupational Abstract No. 119. [Occupational Index, Inc., New York Univ., Washington Sq., New York 3.] 1949. 6pp. 50c.

This leaflet describes the work of psychologists as teachers, counselors, and clinicians. It suggests opportunities found in industrial and governmental positions and explains qualifications, preparation, and certification for professional psychologists. Current salary levels are reported.

Social Service

34. *PROFESSIONAL OPPORTUNITIES IN GIRL SCOUTING. [Personnel Dept., Girl Scouts of the U. S. A., 155 E. 44th St., New York 17.] 1948. 39pp. Apply.

This attractive little booklet describes the duties, qualifications, and training of professional workers on both local and national levels of girl scouting. It describes the various types of jobs, working conditions, and earnings. The booklet includes instructions on how to apply for a professional position.

35. *SOCIAL WORK. Maureen Daly. High School Career Series, No. 13. [Reference Library, Ladies' Home

Journal, Independence Sq., Philadelphia 5, Pa.] 1948. 5pp. 10c.

Organized social work today offers qualified persons opportunities for professional careers. This leaflet points out the importance of proper personality traits to the social worker and describes the type of training needed. Job opportunities and salary rates are described.

Water Transportation

36. *THE SAILOR ON WEST COAST SHIPS. Educational Pamphlet Series, No. 11. [A. W. Gatov, President, Pacific American Steamship Assn., 16 California St., San Francisco 11,

Calif.] 1948. 3pp. Free.

This folder describes the quarters, food, wages, and conditions of work of the unlicensed employees of the deck department. It explains the duties of the various crew members.

37. *THE UNLICENSED MEN OF THE ENGINE ROOM. Educational Pamphlet Series, No. 12. [A. W. Gatov, President, Pacific American Steamship Assn., 16 California St., San Francisco 11, Calif.] 1948. 3pp. Free.

The information in this article deals with the jobs, wages, and working conditions of the men employed in a ship's engine room. The text includes descriptions of various specialized jobs.

Non-Vocational Material

Items listed under this heading provide information on guidance and its related fields. Such topics as problems of education, employment, labor, etc., are covered.

Apprentices

38. *HOW APPRENTICESHIP CAN BENEFIT YOU. [State Dept. of Industrial Relations, Div. of Apprenticeship Standards, 593 Market St., San Francisco 5, Calif.] 1948. 25pp. Apply.

This booklet presents information about apprenticeship that should interest employers, journeymen, apprentices, and consumers. It explains the advantages apprenticeship offers each of these groups. It discusses procedures employers should follow to set up a program and steps for prospective apprentices to take in securing training. While the specific instructions apply to California, the booklet is of general interest.

Audio-Visual Education

39. ENCYCLOPAEDIA BRITANNICA FILMS — TEXTBOOK CORRELATIONS. [Encyclopaedia Britannica Films Inc., Wilmette, Ill.] 1948. 270pp. \$2.50.

Arranged in loose-leaf form, this publication links nearly 300 widely used textbooks with an equal number of sound films produced by Encyclopaedia Britannica Films Inc. The three sections of the correlation deal with primary readers, sciences and health, and the social studies. These sections cover the grades from the beginning levels to high school. The publisher plans to issue supplements from time to time in order to keep the work up to date.

40. FILM AND EDUCATION. Ed. by Godfrey M. Elliott. [Philosophical Library, 15 E. 40th St., New York 16.] 1948. 597pp. \$7.50.

This book, described as "A Symposium on the Role of the Film in the Field of Education," is made up of thirty-seven chapters, all of them written by outstanding authorities in this field. They discuss application of the non-theatrical film in religious education, business, government, and industry, as well as within the school.

41. LET'S BROADCAST. Everett C. Braun and Frederick J. Stanley. [The

Northwestern Press, Minneapolis, Minn.] 1948. 249pp. \$2.50.

This textbook discusses the use of radio broadcasting as an educational tool in secondary schools. While many schools offer specialized radio classes or use radio listening as a basic learning technique, radio broadcasting by students is not so common. In those schools where it is used, teachers find increased student interest, and administrators notice improved public relations. The authors present a general introduction to broadcasting, describe the five basic program types, and explain technical details.

42. †THE USE OF VISUAL METHOD IN THE CHURCH. [Pilgrim Press Div., Missions Council of the Congregational Christian Churches, 14 Beacon St., Boston, Mass.] 1947. 35mm., 91 fr. filmstrip, color. 12 in. recordings, 4 sides, 20 min. Printed script. Purchase, \$15. Rental, \$2.50.

Johnny Visual Method, an original cartoon character, explains how he can serve in teaching situations and how he should be used for best results. While this strip was produced for use in churches, its basic ideas apply equally well to other teaching situations. Johnny Visual Method illustrates why advance preparation and follow-up discussion are necessary to proper use of films and slides.

Child Labor

43. *CHILD LABOR AFTER TEN YEARS OF FEDERAL REGULATION. [Nat'l. Child Labor Committee, 419 Fourth Ave., New York 16.] 1948. 22pp. Single copy, free. Additional copies, 10c each.

This report summarizes child labor conditions after a period of legal control. Statistical tables give the facts about the present extent of child labor, type of employment, hours of work, and school attendance. Current legislative and educational activities are described.

Child Psychology

44. *ENJOY YOUR CHILD—AGES 1, 2, AND 3. James L. Hymes, Jr. Public Affairs Pamphlet No. 141. [Public Affairs Committee, Inc., 22 E. 38th

St., New York 16.] 1948. 32pp. 20c. Quantity prices.

Here is a common-sense approach to living with and understanding the young child. Written primarily for parents, the booklet should also interest nursery-school teachers and other workers who come into contact with children of these ages. How adults can help them achieve independence and security is explained clearly and simply.

Community Planning

45. ORGANIZING FOR COMMUNITY ACTION. Clarence King. [Harper & Bros., 49 E. 33d St., New York 16.] 1948. 202pp. \$3.00.

Community action, and how it may be organized for efficient social work, is the subject of this book. Both lay and professional people should find it interesting, and it could well serve as a text for students of social work and social administration. The first section deals with forming and operating a community organization while the second part discusses coordination between various organizations serving the same community.

Education

46. THE IMPACT OF THE WAR UPON AMERICAN EDUCATION. I. L. Kandel [University of North Carolina Press, Chapel Hill, N. C.] 1949. 285pp. \$4.25.

The author discusses the deficiencies in our educational system as revealed by the war and reviews the effects of wartime conditions on both secondary-school and collegiate levels. His critical analysis of liberal education as provided by college curriculums shows how leading institutions are planning to meet the new demands. The last chapters consider the educational facilities set up by the Armed Forces, international cultural relations, and the lessons taught by the war.

47. *SOME CURRENT ISSUES IN EDUCATION: UNIVERSAL MILITARY TRAINING; SOCIAL SECURITY BENEFITS; THE UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND CULTURAL ORGANIZATION; REPORTS OF THE PRESIDENT'S COMMISSION ON HIGHER EDUCATION. Ed. by Francis J. Brown and J. Roland Kufus. Series I, Reports of

Committees and Conferences, No. 31. [Amer. Council on Education, 744 Jackson Pl., Washington 6, D. C.] July, 1948. 26pp. 30c.

This is the report of a 1948 conference of representatives of the constituent-member organizations of the Council. It summarizes the attitudes and policies of prominent American educators and thus serves to interpret these policies and to assist in implementation of the resulting recommendations

Handicapped

48. TAKE UP THY BED AND WALK. David Hinshaw. [G. P. Putnam's Sons, 2 W. 45th St., New York 19.] 1948. 262pp. \$2.75.

Here is the story of human rehabilitation, "the new science" developed by the Institute for the Crippled and Disabled in New York. Rehabilitation is the modern technique of restoring handicapped persons to their fullest possible usefulness—physical, mental, social, vocational, and economic. Through expertly guided rehabilitation, the disabled find both vocational opportunity and personal adjustment. The last chapter tells how other communities can establish rehabilitation centers. All who work with the handicapped will find this account helpful.

Health and Hygiene

49. THE GIRL NEXT DOOR. Dorothy Baruch and Elizabeth Montgomery. [Scott, Foresman and Co., 433 E. Erie St., Chicago 11.] 1948. Pupils' edition, 256 pp. Teacher's edition, 256pp. plus 96pp. Guidebook material. \$1.36 each.

Book 4 of the Health and Personal Development Series, this text, designed for nine- and ten-year-olds, offers stories in the fields of physical health, safety, and personal development. The last area includes mental hygiene, human relations, and social behavior. The Guidebook for teachers, prepared by Helen Shacter, Ph.D., and W. W. Bauer, M.D., provides a discussion of the needs and characteristics of children in this age group.

50. GOOD TIMES WITH OUR FRIENDS. Dorothy Baruch and Elizabeth Montgomery. [Scott, Foresman and Co.,

433 E. Erie St., Chicago 11.] 1948. Pupils' edition, 128pp. Teacher's edition, 128pp. plus 47pp. Guidebook material. \$1.04 each.

For first-graders, this book opens the Health and Personal Development Series. The interesting little stories describe the good times at home and on the farm that Sally, Dick, and their friends enjoy. The lesson plans in the Guidebook will help the teacher use these stories to present good physical and mental health attitudes.

Higher Education

51. *BRAINS AREN'T EVERYTHING. Wray H. Congdon. Guidance Brochure No. 5. [Office of Admissions, Lehigh Univ., Bethlehem, Pa.] 1948. 12pp. Free.

The author, dean of students at Lehigh, here offers sound advice to potential college students, and does so in an attractively simple style. He points out a number of ways in which the collegian's life differs from that of the high school student. The latter part of the brochure deals with knowledge the student should have of himself: his level of intelligence compared to the student average, his future line of work, his study habits, and his personality.

Human Relations

52. *BEGINNING HUMAN RELATIONS PROGRAMS FROM SCRATCH. Hilda Taba. [Nat'l. Conference of Christians and Jews, 381 Fourth Ave., New York 16.] 1948. 5pp. Free.

Counselors and other workers who wish to initiate a human relations program will find that this leaflet outlines the necessary steps for such activity. The author points out several typical problems that may arise and suggests how to avoid them.

53. HUMAN RELATIONS IN THE CLASSROOM: COURSE II. H. Edmund Bullis. [Delaware State Society for Mental Hygiene, 1404 Franklin St., Wilmington 35, Del.] 1948. 219pp. \$3.00.

This is the second book of lesson plans for human relations classes designed to strengthen children emotionally. Course I

was reviewed in *Guidance Index* in May, 1948 (Item 40). The present book, Course II, which is recommended for the seventh and eighth grades, offers 30 lesson plans on such varied topics as: personality growth, imagination, tolerance, feelings of guilt, and making friends. Six teacher aids provide complete directions for leading the class discussions suggested by the lessons.

Industrial Relations

54. STATE LABOR RELATIONS ACTS: A STUDY OF PUBLIC POLICY. Charles C. Killingsworth. [University of Chicago Press, 5750 Ellis Ave., Chicago 37.] 1948. 328pp. \$4.00.

Here is a thorough analysis of the labor relations laws of the individual states. The author discusses the policies, provisions, and effects of these laws and examines their operation and various enforcement procedures. This book covers a little-known but important body of labor legislation.

Mental Hygiene

55. MENTAL HEALTH IN MODERN SOCIETY. Thomas A. C. Rennie, M.D., and Luther E. Woodward, Ph.D. [The Commonwealth Fund, 41 E. 57th St., New York.] 1948. 424pp. \$4.00.

The authors present lessons in the treatment and prevention of mental illness learned from wartime experiences in the armed forces. Treating the mental health problem in its entirety, the book deals with the responsibility that all professional people have: working for sound mental health in their community. This includes doctors, social workers, psychologists, clergymen, and industrial counselors. Chapters on family living and other topics offer specific application of mental hygiene principles.

Personality

56. AN APPLICATION OF THE LEVEL OF ASPIRATION EXPERIMENT TO THE STUDY OF PERSONALITY. Sibylle K. Escalona. [Bur. of Publications, Teachers College, Columbia Univ., New York.] 1948. 132pp. \$2.10.

This is a formal and somewhat technical report of a study of the relationship between personal success, failure, and the conditions

producing them and the total life adjustment of the individual adolescent. The results indicate that systematic study of this sort can aid in investigation of maladjustments in individuals.

Reading

57. ON THEIR OWN IN READING: HOW TO GIVE CHILDREN INDEPENDENCE IN ATTACKING NEW WORDS. William S. Gray. [Scott, Foresman and Co., 433 E. Erie St., Chicago 11.] 1948. 268pp. \$2.00.

Teachers will find this book a practical, readily used guide to the modern reading methods developed by Dr. Gray. It presents an effective program of word-attack skills designed to help children approach new words and successfully fix their meaning.

58. STREAMLINE YOUR READING. Paul A. Witty. [Science Research Associates, 228 S. Wabash Ave., Chicago 4.] 1949. 48pp. 75c.

Dr. Witty, an expert in the reading field, discusses in this booklet the problems connected with reading. Because reading is such a basic learning technique as well as being a means of personal pleasure, effective reading should be developed by young people. Questions brought up include the importance of effective reading, studying reading needs, factors in good reading, the importance of a balanced program of reading, and how to improve one's reading rate, vocabulary, and comprehension.

Rural Schools

59. THE RURAL COMMUNITY AND ITS SCHOOL. Lorene K. Fox. [Columbia University Press, Morningside Heights, New York.] 1948. 233pp. \$3.25.

Presenting a study of rural life and education during present-day social change, the author reports on the adjustments which the schools of a modern democratic society must make in order to fulfill their obligations. The early chapters investigate the community, its homes, schools, churches, government, and typical individual attitudes. The last chapter proposes an educational program to meet the community's needs.

Secondary Education

60. TEACHING IN HIGH SCHOOL. Harl R. Douglass and Hubert H. Mills. [Ronald Press Co., 15 E. 26th St., New York 10.] 1948. 627pp. \$4.50.

This book discusses the task of today's high school teacher—his responsibilities toward his pupils, his teaching objectives, and his in-school and out-of-school activities. It also considers the teacher's professional and business problems and his personal welfare. The authors emphasize effective application of sound teaching principles.

Social and Personal Adjustment

61. WORK ADJUSTMENT IN RELATION TO FAMILY BACKGROUND. Jeanette G. Friend and Ernest A. Haggard. Applied Psychology Monographs, No. 16, of the Amer. Psychological Assn. [Stanford University Press, Stanford, Calif.] 1948. 150pp. \$2.00

A report of an investigation sponsored by the Family Society of Greater Boston, this book provides excellent background material for counselors. The first part of the text explains how the research proceeded and what was found. Subsequent parts discuss job values in relation to personal background and offer case stories to illustrate and clarify the more technical material. In the last section, a general summary discusses the implications presented by this study for counselors, case workers, industry, and communities.

Social Problems

62. AMERICAN RURAL LIFE. David E. Lindstrom. [Ronald Press Co., 15 E. 26th St., New York 10.] 1948. 385pp. \$4.00.

This textbook in sociology provides an introduction to rural life in a national rather than a local setting. Of special interest to students of education are the chapters on rural schools and adult education in rural areas. Other sections discuss such important topics as rural interest groups, farmers' organizations, the rural church, recreation, and various social problems that arise in rural communities.

63. TRENDS IN SOCIAL WORK AS REFLECTED IN THE PROCEEDINGS OF THE NATIONAL CONFERENCE OF SOCIAL WORK, 1874-1946. Frank J. Bruno. [Columbia University Press, 2960 Broadway, New York 27.] 1948. 387pp. \$4.50.

Persons interested in social work as well as those professionally employed in this field will find in this book the background and beginning of the modern field of professional work. Some of the topics considered as belonging to the current period are social insurance, group work, delinquency, and minority groups. Teachers and counselors will find this work helps them understand social work techniques.

Student Personnel Services

64. *CRITERIA FOR EVALUATING GUIDANCE PROGRAMS IN SECONDARY SCHOOLS, FORM B. Ed. by Arthur L. Benson. Misc. 3317. [Occupational Information and Guidance Service, Off. of Education, Federal Security Agency, Washington 25, D. C.] Jan., 1949. 35pp. Apply.

This bulletin and its supplementary manual, Misc. 3317-A, which explains how to use the criteria, have been issued in tentative form only. They are available for experimental use in local schools through the State Supervisors of Occupational Information and Guidance Services. The criteria outlined and explained in the two pamphlets will stimulate improvement of existing guidance programs in addition to serving as a basis for evaluation.

65. *SUMMARY OF THE A. A. CLEVELAND SUMMER CONFERENCE: A WORKSHOP FOR PUBLIC SCHOOL COUNSELORS. Merle M. Ohlsen and Wayne Heffner. [School of Education, State College of Washington, Pullman, Wash.] 1948. 16pp. 25c.

This summary outlines the ideas developed during the summer conference on the subject of guidance services in elementary and high schools. The topics dealt with include: the guidance coordinator's, the classroom teacher's, and the administrator's responsibilities for the guidance program; organizing the school and using community resources; evaluating child development; effective counseling; and

the place of remedial reading in the guidance program.

Study

66. *HOW TO IMPROVE YOUR STUDY HABITS. Samuel N. LeCount. [Pacific Books, Box 558, Palo Alto, Calif.] 1948. 30pp. 25c.

Written for college students, this booklet starts with the need for eliminating present poor study habits. The author then goes on to treat in detail the methods of planning study time, taking notes, studying assignments, preparing for examinations, and reading. The last chapter deals with personal problems which affect study efficiency.

67. *HOW TO STUDY. James McKinney. [Amer. Technical Society, Drexel at 58th St., Chicago 37.] 1948. 12pp. Apply.

The author offers a number of pointers that will help the student use his study time more efficiently. These suggestions are all fundamental and practical.

Surveys

68. *GUIDE TO THE COMMUNITY OCCUPATIONAL SURVEY. Bulletin No. 10. [Bur. of Occupational Information and Guidance, State Dept. of Education, Sacramento 14, Calif.] 1948. 29pp. Apply.

Counselors or other persons interested in making a community occupational survey will find this bulletin helpful. It deals with the purposes and functions of such a survey as well as the methods and procedures for organizing and completing it, and it includes discussion of the problem of how to put information secured from a survey to profitable use. The last two sections offer a group of sample survey forms and a bibliography of survey reports, handbooks, and similar references.

Teachers

69. *TODAY'S TEACHER. Clifford E. Erickson. [Institute of Counseling, Testing and Guidance, Michigan State College, East Lansing, Mich.] 1948. 15pp. Free, single copies only.

In this address, Mr. Erickson points out the problems that face teachers in the modern classroom. He then goes on to outline what the teacher's goals should be in providing real service to school children.

Teachers, Training of

70. †TEACHER EDUCATION SERIES. [McGraw-Hill Book Co., Inc., Text-Film Dept., 330 W. 42d St., New York 18.] 1947. 5 motion pictures, 16mm., sd., b/w, totaling 90 min.; 5 correlated filmstrips, 35mm., silent, b/w, averaging 37 fr. each. Entire series, \$385. Apply for prices on individual films.

Designed for teacher-training classes, both pre-service and in-service, these films are correlated with Raleigh Schorling's textbook, *Student Teaching*. The titles of the five films indicate their scope: "Learning to Understand Children: Part I—A Diagnostic Approach" and "Part II—A Remedial Program"; "Maintaining Classroom Discipline"; "The Broader Concept of Method: Part I—Developing Pupil Interest" and "Part II—Teacher and Pupils Planning and Working Together." Each picture dramatizes some basic phase of educational philosophy and procedure. Each filmstrip provides discussion and review material in question form printed over stills selected from the corresponding motion picture. An Instructor's Manual is provided.

Tests and Scales

71. 1948 FALL TESTING PROGRAM IN INDEPENDENT SCHOOLS AND SUPPLEMENTARY STUDIES. Educational Records Bulletin No. 51. [Educational Records Bur., 437 W. 59th St., New York 19.] 1949. 72pp. \$1.50.

The annual fall testing program reported in this bulletin stressed the types of measurement that are helpful in the placement and guidance of pupils at the beginning of the school year. The main areas covered by the testing program were scholastic aptitude and reading ability at all grade levels, interests of secondary-school pupils, and general achievement in the elementary grades. The bulletin also includes the first report on the Bureau's public school testing project.

72. *TESTS AND TESTING IN DISTRIBUTIVE EDUCATION. Business Education Publication No. 38. [Bur. of Business Education, State Dept. of Education, Sacramento, Calif.] July, 1948. 87pp. Apply. Limited supply.

This practical bulletin shows the value of testing beyond its traditional use for securing students' grades. The first chapter develops seven important reasons for testing. Subsequent chapters discuss the general principles for testing, constructing and giving tests, and interpreting results. This bulletin's general discussion of tests will be helpful to teachers of other courses besides merchandising and salesmanship.

Veterans

73. *WORLD WAR II FACT SHEET. [Veterans Administration, Information Service, Washington 25, D.C.] Oct. 7, 1948. 13pp. Apply.

Here is a list and description of all major

benefits handled by the Veterans Administration for World War II veterans, their dependents, and their beneficiaries. The Fact Sheet also outlines the basic eligibility requirements for obtaining such benefits. A similar Fact Sheet for World War I veterans may be secured from the same office.

Youth-Serving Organizations

74. GROUP WORK WITH AMERICAN YOUTH: A GUIDE TO THE PRACTICE OF LEADERSHIP. Grace L. Coyle. [Harper & Bros., 49 E. 33d St., New York 16.] 1948. 270pp. \$3.50.

Those who work as leaders with leisure-time groups of young people should find this guide a real help. It is designed particularly for professional workers employed by youth-serving organizations that provide recreation or education activities. The author considers such basic subjects as the leader's part in the formation of groups, interpersonal relations in the group, and the art of program making.

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